
Mission

To maintain an open line of communication with law enforcement, victims and witnesses, and to assure that all parties involved in the prosecution and public defense of felony cases are available and present for trial, pretrial conference and dispositions.

Business Strategy

Witness Management is responsible for ensuring attendance of all witnesses, victims and law enforcement officers under subpoena for trial on all felony cases. The witness coordinator keeps in contact with the witnesses by telephone as well as by mail. This is done to ensure that the witnesses are well informed on the status of the case so that they do not appear unnecessarily for court. The coordinator is also responsible for making all travel arrangements for out-of-state individuals who are needed for trial. Witness Management serves as a liaison with the State Attorney's Office, Public Defender, law enforcement, victims and witnesses.

Objectives

Minimize cost of appearance and mileage fees by keeping victims and witnesses updated on the status of cases.

Purchase the best government rate on airline tickets while making travel arrangements for out-of-state witnesses, in turn saving costs for the county.

Issue subpoenas for trial only once and ensure that witnesses maintain phone contact throughout the pending case, instead of reissuing subpoenas monthly.

| Performance Measures | FY 99/00 Actual | FY 00/01 Estimated | FY 01/02 Goal | FY 02/03 Goal |
|---|----------------------------|-------------------------------|--------------------------|--------------------------|
| Subpoenas issued | 15,992 | 16,000 | 16,500 | 16,700 |
| Subpoenas returned in mail as undeliverable | 1,854 | 1,600 | 1,700 | 1,800 |
| Subpoenaed witnesses put on standby | 20,923 | 21,000 | 21,200 | 21,400 |
| Subpoenaed witnesses called off | 24,189 | 30,000 | 31,000 | 32,000 |
| Subpoenaed witnesses that actually go to trial | 564 | 650 | 700 | 750 |
| DOC letters to victim/witness providing notification of the sentence of defendant | 395 | 200 | 225 | 250 |

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| Department: | COMMUNITY SERVICES | | | | Seminole County | |
| Division: | | | | | FY 2001/02 | |
| Section: | WITNESS MANAGEMENT | | | | FY 2002/03 | |
| | 1999/00 Actual Expenditures | 2000/01 Adopted Budget | 2001/02 Adopted Budget | Percent Change 2001/02 Budget over 2000/01 Budget | 2002/03 Approved Budget | Percent Change 2002/03 Budget over 2001/02 Budget |
| EXPENDITURES: | | | | | | |
| Personal Services | 114,424 | 134,119 | 138,713 | 3.4% | 147,300 | 6.2% |
| Operating Services | 1,477 | 1,685 | 1,566 | -7.1% | 1,626 | 3.8% |
| Capital Outlay | 0 | 0 | 0 | | 0 | |
| Debt Service | 0 | 0 | 0 | | 0 | |
| Grants and Aid | 0 | 0 | 0 | | 0 | |
| Reserves/Transfers | 0 | 0 | 0 | | 0 | |
| Subtotal Operating | 115,901 | 135,804 | 140,279 | 3.3% | 148,926 | 6.2% |
| Capital Improvements | 0 | 0 | 0 | | 0 | |
| TOTAL EXPENDITURES | 115,901 | 135,804 | 140,279 | 3.3% | 148,926 | 6.2% |
| FUNDING SOURCE(S) | | | | | | |
| General Fund | 115,901 | 135,804 | 140,279 | 3.3% | 148,926 | 6.2% |
| TOTAL FUNDING SOURCE(S) | 115,901 | 135,804 | 140,279 | 3.3% | 148,926 | 6.2% |
| Full Time Positions | 4 | 4 | 4 | | 4 | |
| Part-Time Positions | 0 | 0 | 0 | | 0 | |
| New Programs and Highlights for Fiscal Year 2001/02 | | | | | | |
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